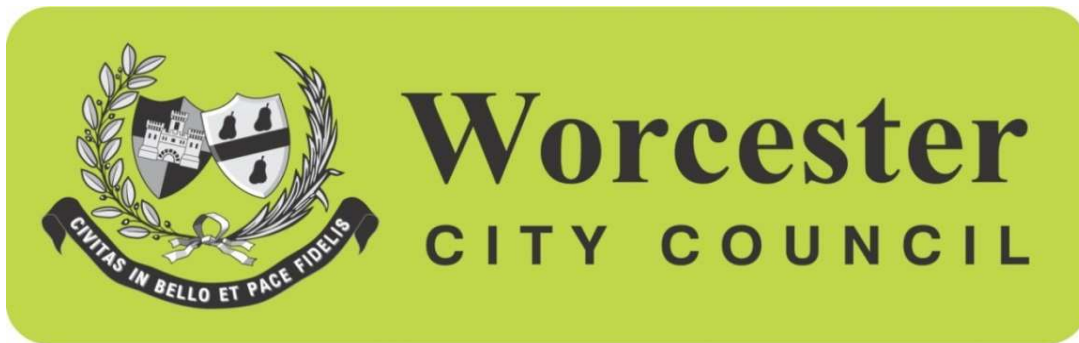


APPENDIX 5



Fees and Charges 2020/2021

This booklet sets out the revised charges for specific services to be applied from 1st April 2020 (unless otherwise stated) and approved by full Council.

The revised fees and charges are in line with Council policy, in that the Council aims to optimise income through the annual review of fees and charges, in line with what the market will bear, what is considered reasonably be borne by users of the facilities and where necessary the costs associated with providing the service.

Licensing Fees and Charges are reported to Licensing Committee in preparation for the 1st April 2020.

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Community & Operational Services	6 to 18
Economic Development & Planning Policy/Development Management	19 to 26
Other Services	27 to 31

The Commandery		2019/20	2020/21
Admission Charges		£	£
Adults		7.00	7.00
Children under 5 years old		Free	Free
Children 5-16 years old		3.00	3.00
Family Ticket (Up to 2 adults & 3 children)		17.00	17.00
Worcester Residents - Individual (to be renewed annually, gives free entry for the year)		5.00	5.00
Worcester Residents - Family Pass (to be renewed annually, gives free entry for the year)		12.00	12.00
Season ticket		N/A	First entry fee + £5.00
Joint ticket initiatives, per adult		N/A	11 to 25
Group, minimum 10 people, discount to admission		N/A	10%
School visit - 1 taught session and additional self-led		N/A	4.50
School visit - 2 taught session and additional self-led		N/A	6.00
Drop in activities in addition to admission fee		2.00 - 10.00	2.00 - 10.00
Guided Tour/Talk (Daytime) per group		60.00	60.00
Membership		2019/20	2020/21
		£	£
Annual - Individual		25.00	25.00
Annual - Family		50.00	50.00
Joint Art Gallery & Museum and Commandery annual membership - individual		N/A	40.00
Joint Art Gallery & Museum and Commandery annual membership - family		N/A	85.00
Special Events and Demonstrations		2019/20	2020/21
		£	£
Bespoke group visits, commercial activity outside of usual open hours Including evening talks, tours, events and associated bespoke refreshments		Instead of admission charge	By arrangement, dependent on cost
Commission on craft sales		42%	42%
Wedding Suite/Herb Garden/Education and Community Rooms		2019/20	2020/21
		£	£
Serviced meeting hire	Per person	N/A	30.00
Unserviced hire during opening hours, up to 20 people	Half day	N/A	60.00
Unserviced hire during opening hours, up to 20 people	Full day	N/A	100.00
Paranormal Nights	8pm-2am	N/A	666.00 for 8pm-2am, additional hour 180.00
Additional Charges			
Refreshments provided in house :			
Water – at cost plus 10% handling charge per bottle.			
Tea/coffee - £1.50 per person per serving.			
Tea/coffee/biscuits - £2.00 per person per serving.			
Tea/coffee/cake - £3.80 per person per serving.			
Refreshments provided by external caterer – as per Caterer’s menu plus 10% handling charge			
Hire of Equipment (subject to availability)		2019/20	2020/21
		£	£
Data projector or OHP & screen		10.00	10.00
Flip chart, paper and pens		10.00	10.00

COMMANDERY WEDDING PACKAGES

Wedding Packages		2019/20	2020/21
		£	£
Great Hall, Registry Room and Walled Garden			
Afternoon and Evening	Between 3 pm - 11 pm	2,200.00	2,200.00
Evening only	Between 7 pm - 11 pm	1,250.00	1,250.00
Short hire	Per hour	250.00	250.00
Drinks can be provided at an extra charge per person			
Ceremonies in Wedding Suite and Herb Garden			
Daytime (Between 9am to 5pm)	3 hours	575.00	575.00
Evening only (Between 5pm - 11pm)	3 hours	775.00	775.00
25% non-refundable deposit required at time of booking, balance to be paid 12 weeks in advance.			
All timings include set up time.			

Gallery or Café and Balcony (subject to availability)		2019/20 £	2020/21 £
Commercial	Per Evening	330.00	700.00
Café and Balcony			
Activity area - open hours	Per hour	N/A	15.00
Hire of Equipment (subject to availability)			
Data projector or OHP & screen		10.00	10.00
Flip chart, paper and pens		10.00	10.00
Images			
Delivery & Administration			
Image sourcing fee		10.00	10.00
Reproduction Licence Fee			
Website (Subject to approval and maximum resolution of 450x450 pixels)		Free	Free
TV/DVD/film image flash up to 6 seconds		By negotiation	By negotiation
TV/DVD/film image - repeat licence		By negotiation	By negotiation
Book, newspaper or magazine		95.00	120.00
Other Fees			
Photography (new image request)		110.00	110.00
Unauthorised reproduction		575.00	575.00
Commission on Craft sales		42%	42%
Commission on sales from Art Gallery		42%	42%
Workshops			
Drop in sessions		2.00 - 10.00	2.00 - 10.00
Group Visits			
Evening minimum charge		N/A	165.00
Bespoke Education Session		5.00	5.00
Class Group		100.00	100.00
Membership			
Annual - Individual		20.00	20.00
Annual - Family		40.00	40.00
Formal and Informal Learning			
Outreach sessions in formal education setting - half day		120.00 plus expenses	120.00 plus expenses
Outreach sessions in formal education setting - full day		210.00 plus expenses	210.00 plus expenses
Stored collection tours		N/A	8.00
Talks - staff led in museum premises (up to 26 persons)		60.00	60.00
Talks - staff led external		120.00 plus expenses	120.00 plus expenses
School Loans Boxes (per half term, charge based on size)		10.00-20.00	10.00-20.00
Drop in sessions including Talks, Trails, Events & Activities		2.00-10.00	2.00-10.00
Refreshments			
Refreshments provided in house		By arrangement	By arrangement
Special Events and Demonstrations			
Professional Workshops		15.00 - 30.00	10.00 - 30.00

Regulatory Services Licencing Fees and Charges reported to Licencing Committee in preparation for 1st April 2019		2019/20	2020/21
		£	£
Taxis, etc.	Hackney Carriage/Private Hire Drivers (Dual) Initial application (1 year) (inc. CRB & DVLA check)	268.00	275.00
	Hackney Carriage/ Private Hire Drivers Licence Renewal (dual)	110.00	115.00
	Operators Licence - New (1 year)	255.00	260.00
	Operators Licence - Renewal (1 year)	255.00	260.00
	Operators Licence - New 5 Year	970.00	990.00
	Operators Licence - Renewal 5 Year	970.00	990.00
	Administration Charge (deducted if licence fee refunded due to refusal)	40.00	41.00
	Knowledge test retake	55.00	56.00
	Disability Awareness Training	48.00	50.00
	Practical Driving Assessment	N/A	42.00
	DBS (Disclosure Fee)	55.00	56.00
	DVLA Mandate (Electric)	6.50	7.00
	DVLA Mandate (Paper)	12.00	13.00
Hackney Carriage Vehicle Licence	Initial	409.00	420.00
(limited to 231 licences from April 2015)	Renewal	350.00	360.00
	Transfer Ownership	147.00	150.00
Private Hire Vehicle Licence	Initial	382.00	390.00
	Renewal	321.00	330.00
	Transfer Ownership	147.00	150.00
	Private Hire Drivers Licence (New)	268.00	275.00
	Private Hire Drivers Licence (Renewal)	110.00	115.00
Temp replacement Hackney Carriage or Private Hire	Vehicle licence	374.00	374.00
Vehicle Licence Plate	Replacement	36.00	37.00
Driver's Badge	Replacement	21.00	22.00
Change of address/amendment to licence	Amendment	21.00	22.00
All other licences			
Animal Activity Licence	Application Fee	322.00	329.00
Animal Boarding	Variation Fee	235.00	240.00
Dog Breeding	Inspection Fee	160.00	164.00
Pet Shop/Riding establishments	1 Year Licence Fee	180.00	184.00
Pet Shop/Riding establishments	2 Year Licence Fee	357.00	364.00
Pet Shop/Riding establishments	3 Year Licence Fee	535.00	546.00
Performing Animals	Application Fee	215.00	219.00
Performing Animals	Variation Fee	155.00	158.00
Performing Animals	Inspection Fee	160.00	163.00
Performing Animals	3 Year Licence Fee	290.00	300.00
Dangerous Animals	Initial (plus vet's fees at cost)	306.00	315.00
	Renewal (plus vet's fees at cost)	306.00	315.00
Zoos	Initial/Renewal (plus vet's fees at cost)	645.00	660.00
Acupuncture/Tattooing/Ear-Piecing/Electrolysis	Premises	280.50	290.00
	Practitioner Registration	102.00	105.00
Massage and Special Treatment	Initial	362.00	370.00
	Renewal	362.00	370.00
Sex Establishments	New	2,100.00	2,145.00
	Renewal	1,813.00	1,850.00
	Transfer Ownership	350.00	357.00
Street Trading Fees			
Charges will vary with change from consent to licence			
Existing fees			
Single Unit	10ftx10ft	3,390.00	3,460.00
Single Unit	Over 10ftx10ft	6,300.00	6,430.00
Day fee		64.00	65.00
Additional Day fee		19.00	20.00
Mobile Traders (e.g. ice cream vehicles) new & renewal	Per annum per vehicle	250.00	255.00
Stray Dogs			
Fine (Statutory)		25.00	25.00
Administration charge		15.00	15.00
Kennelling Fee (per dog per day)		13.50	15.00
Treatment (Wormer, Flea)		0.00	10.00
Out of hours charge		35.00	40.00
Repeat offender penalty		25.00	30.00
Vets' Fees		At cost	At cost
Scrap Metal Dealers			
Site Licence	New	£290.00 + £150.00 per additional site	£296 + £153 per additional site
Site Licence	Renewal	£240.00 + £150.00 per additional site	£245 + £153 per additional site
Collectors Licence	New	145.00	148.00
Collectors Licence	Renewal	95.00	97.00
Variation of Licence		65.00	67.00
Copy of Licence		25.00	26.00
Highways Act			
These charges are restricted to the recovery of the Council's reasonable costs only. It is considered that the present charges achieve this as follows:			
Street Amenities permission	New Application	235.00	240.00
Street Amenities	Renewal	60.00	62.00

LICENCING ACT 2003 FEES

Fees for all Licensing Act 2003 permissions have been set by central government by virtue of the Licensing Act 2003 (Fees Regulations) 2005. If the Government feel it appropriate the Secretary of State will alter the fee levels by means of amending the regulations. At this time there is no indication that the Secretary of State intends to amend the fee levels.

The fees are based on the non-domestic rateable value of the premises and have not changed for 2020/21.

These are divided into 5 bands:

No Change as statutory

	2020/21				
Band	A	B	C	D	E
Non-Domestic rateable value	0 - 4,300	4,301 - 33,000	33,001 - 87,000	87,001 - 125,000	125,001 and over
Application fees for premises licences and club premises certificates are shown below:	100.00	190.00	315.00	450.00	635.00
Fees will be payable annually by those holding premises licences and club premises certificates as follows:	70.00	180.00	295.00	320.00	350.00
To find out how much the non-domestic rateable value of the premises is enter the postcode into the Valuation Office's website, www.voa.gov.uk					

A multiplier will be applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly city centre pubs). Therefore, in this instance if the premises has say a rateable value of £95,000 and so falls within band D, the application fee will be £900 and the annual charge £640. Fees in these cases will be as follows:

	D (x2)	E (x3)
Application fee	900.00	1,905.00
Annual charge	640.00	1,050.00

Exceptionally large events		
The Licensing Authority will also be able to charge an additional premises fee, up to a maximum of £64,000 plus an annual fee of £32,000 for exceptionally large events such as outdoor pop concerts. The proposed fees are the same as 2019/20.	2019/20	
Number	Additional Fee	Annual Fee
Premises Licence Fees / Premises Licence Annual Fees (Large Venues Only)	£	£
5,000-9,999	1,000	500
10,000-14,999	2,000	1,000
15,000-19,999	4,000	2,000
20,000-29,999	8,000	4,000
30,000-39,999	16,000	8,000
40,000-49,999	24,000	12,000
50,000-59,999	32,000	16,000
60,000-69,999	40,000	20,000
70,000-79,999	48,000	24,000
80,000-89,999	56,000	28,000
Minor Variation	89	0.00
Application or Notice- Permitted temporary activities, personal licences and miscellaneous	2019/20 £	2020/21 £
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50
Section 29 (application for a provisional statement where premises being built.)	315.00	315.00
Section 33 (notification of change of name or address)	10.50	10.50
Section 37 (application to vary the licence to specify a new designated premises supervisor)	23.00	23.00
Section 42 (application for transfer of premises licence)	23.00	23.00
Section 47 (interim authority notice following death etc. of licence holder)	23.00	23.00
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50
Section 83(1) or (2) (change of relevant registered address of club)	10.50	10.50
Section 100 (temporary event notice)	21.00	21.00
Section 110 (theft, loss etc. of temporary event notice)	10.50	10.50
Section 117 (application for a grant or renewal of personal licence)	37.00	37.00
Section 126 (theft, loss etc. of a personal licence)	10.50	10.50
Section 127 (duty to notify change of name or address)	10.50	10.50
Section 178 (right of freeholder etc. to be notified of licensing matters, notification of interest in a Premises)	21.00	21.00
Service Private Water Supply	2019/20 £	2020/21 £
Risk Assessment	40.00 per hour (up to max 500.00)	40.00 per hour (up to max 500.00)
Investigation (each investigation)	41.00 per hour (up to max 100.00)	41.00 per hour (up to max 100.00)
Granting an authorisation	102.00 maximum	102.00 maximum
Sampling (each visit)	102.00 maximum	102.00 maximum
Analysing a sample		
- taken under regulation 10 (small supplies)	25.50 maximum	25.50 maximum
- taken during check monitoring	102.00 maximum	102.00 maximum
- taken during audit monitoring	510.00 maximum	510.00 maximum

GAMBLING ACT 2005

Type of Licence	Description of Licence	2019/20 £	2020/21 £
Gambling Premise Licence (New Application)	Adult Gaming Centre	1,230.00	1,254.60
	Betting Premises (excluding tracks)	1,850.00	1,887.00
	Betting Premises (tracks)	1,640.00	1,672.80
	Bingo Premise	2,155.00	2,198.10
	Family Entertainment Centre	1,230.00	1,254.60
	Temporary Use Notices	312.00	318.24
Gambling Premise Licence Annual Fee	Adult Gaming Centre	616.00	628.32
	Betting Premises (excluding tracks)	371.00	378.42
	Betting Premises (tracks)	616.00	628.32
	Bingo Premise	616.00	628.32
	Family Entertainment Centre	462.00	471.24
Provisional Statement Application	Adult Gaming Centre	1,230.00	1,254.60
	Betting Premises (excluding tracks)	1,850.00	1,887.00
	Betting Premises (tracks)	1,540.00	1,570.80
	Bingo Premise	2,153.00	2,196.06
	Family Entertainment Centre	1,230.00	1,254.60
Licence Application (Provisional Statement Holders)	Adult Gaming Centre	740.00	754.80
	Betting Premises (excluding tracks)	740.00	754.80
	Betting Premises (tracks)	582.00	593.64
	Bingo Premise	770.00	785.40
	Family Entertainment Centre	582.00	593.64
Notification of Change	Adult Gaming Centre	50.00	50.00
	Betting Premises (excluding tracks)	50.00	50.00
	Betting Premises (tracks)	50.00	50.00
	Bingo Premise	50.00	50.00
	Family Entertainment Centre	50.00	50.00
Application to Transfer	Adult Gaming Centre	740.00	754.80
	Betting Premises (excluding tracks)	740.00	754.80
	Betting Premises (tracks)	740.00	754.80
	Bingo Premise	740.00	754.80
	Family Entertainment Centre	582.00	593.64
Application to Vary	Adult Gaming Centre	616.00	628.32
	Betting Premises (excluding tracks)	923.00	941.46
	Betting Premises (tracks)	770.00	785.40
	Bingo Premise	1,075.00	1,096.50
	Family Entertainment Centre	616.00	628.32
Reinstatement of Licence	Adult Gaming Centre	725.00	739.50
	Betting Premises (excluding tracks)	740.00	754.80
	Betting Premises (tracks)	580.00	591.60
	Bingo Premise	740.00	754.80
	Family Entertainment Centre	580.00	591.60
Copy of Licence	Adult Gaming Centre	25.00	25.00
	Betting Premises (excluding tracks)	25.00	25.00
	Betting Premises (tracks)	25.00	25.00
	Bingo Premise	25.00	25.00
	Family Entertainment Centre	25.00	25.00
Copy of Notice	Temporary Use Notices	15.00	15.00

GAMBLING ACT 2005 CONTINUED

Type of Licence	Description of Licence	2019/20 £	2020/21 £
Club Gaming	New Application	200.00	200.00
	Renewal Application	200.00	200.00
	Grant (Club Premises Cert Holder)	100.00	100.00
	Renewal (Club Premises Cert Holder)	100.00	100.00
	Annual Fee	50.00	50.00
	Change of Name	100.00	100.00
	Copy of Permit	15.00	15.00
	Existing Operator	100.00	100.00
Club Gaming Machine	New Application	200.00	200.00
	Renewal Application	200.00	200.00
	Grant (Club Premises Cert Holder)	100.00	100.00
	Renewal (Club Premises Cert Holder)	100.00	100.00
	Annual Fee	50.00	50.00
	Variation of Permit	100.00	100.00
	Change of Name	25.00	25.00
	Copy of Permit	15.00	15.00
	Existing Operator	100.00	100.00
	Transfer of Permit	25.00	25.00
Prize Gaming	Change of Name	25.00	25.00
	Copy of Permit	15.00	15.00
	Existing Operator	100.00	100.00
	New Application	300.00	300.00
	Renewal Application	300.00	300.00
	Transitional Application Fee	100.00	100.00
Family Entertainment Gaming Machines	New Application	300.00	300.00
	Renewal Application	300.00	300.00
	Change of Name	25.00	25.00
	Copy of Licence	15.00	15.00
	Existing Operator	100.00	100.00
Licensed Premises less than 2 Gaming Machines	New Application	50.00	50.00
Licensed Premises more than 2 Gaming Machines (LGMP)	New Application	150.00	150.00
	Annual Fee	50.00	50.00
	Change of Name	25.00	25.00
	Copy of Permit	15.00	15.00
	Existing Operator	100.00	100.00
	Transfer of Permit	25.00	25.00
	Variation of Permit	100.00	100.00
Small Lottery Registration	Registration of Grant	40.00	40.00
	Annual Fee	20.00	20.00

CAR PARKING

1 st April 2020	Hours									
	Scale of Charges Monday – Sunday 07:00-21:00									
	Car Park Name	Up to 30 mins	Up to 1 hr	Up to 2 hrs	Up to 3 hrs	Up to 4 hrs	Up to 6 hrs	Up to 24 hrs	19:00-21:00	Zone
	£	£	£	£	£	£	£	£	£	
Copenhagen St	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00		Red
Cornmarket	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00		
Providence Street	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00		
Cattle Market	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		Amber
King Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		
Newport Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		
St Martin's Gate	0.40	0.90	1.80	2.70	3.60	3.60	3.60	1.00		
Clare Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		
Commandery Road	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		
Pitchcroft/Moors	-	0.60	1.20	1.80	2.40	3.00	3.50		Hourly Charge	Green
Tallow Hill	-	0.60	1.20	1.80	2.40	3.00	3.50			
Tybridge Street	-	0.60	1.20	1.80	2.40	3.00	3.50			
Croft Road	-	0.60	1.20	1.80	2.40	3.00	3.50			
Waterworks Rd	No Charge									
Croft Rd- Coaches	£5.00 per 12 hours									
Croft Road Large Goods Vehicles	£5.00 per 12 hours									
Convenience Fee	£0.20 per transaction for RINGO Parking									

1 st April 2019	Hours									
	Scale of Charges Monday – Sunday 07:00-21:00									
	Car Park Name	Up to 30 mins	Up to 1 hr	Up to 2 hrs	Up to 3 hrs	Up to 4 hrs	Up to 6 hrs	Up to 24 hrs	19:00-21:00	Zone
	£	£	£	£	£	£	£	£	£	
Copenhagen St	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00		Red
Cornmarket	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00		
Providence Street	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00		
Cattle Market	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		Amber
King Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		
Newport Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		
St Martin's Gate	0.40	0.90	1.80	2.70	3.60	3.60	3.60	1.00		
Clare Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		
Commandery Road	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00		
Pitchcroft/Moors	-	0.60	1.20	1.80	2.40	3.00	3.50		Hourly Charge	Green
Tallow Hill	-	0.60	1.20	1.80	2.40	3.00	3.50			
Tybridge Street	-	0.60	1.20	1.80	2.40	3.00	3.50			
Croft Road	-	0.60	1.20	1.80	2.40	3.00	3.50			
Waterworks Rd	No Charge									
Croft Rd- Coaches	£5.00 per 12 hours									
Croft Road Large Goods Vehicles	£5.00 per 12 hours									
Convenience Fee	£0.20 per transaction for RINGO Parking									

CAR PARKING CONTINUED

1st April 2020	LONG STAY / OVERNIGHT CHARGES					SEASON TICKET CHARGES				
Car Park Name	24 Hours 1 day	48 Hours 2days	72 Hours 3 days	96 Hours 4 days	120 Hours 5 days	3 Months	6 Months	9 Months	12 Months	Zone
	£	£	£	£	£	£	£	£		
Cattle Market**	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	Amber
King Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Newport Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
St Martin's Gate **	3.60	7.20	10.80	14.40	18.00	180.00	330.00	480.00	600.00	
Clare Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Commandery Road **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Pitchcroft **	3.50	7.00	10.50	14.00	17.50	180.00	330.00	480.00	600.00	Green
The Moors (Sat/Sun Only)	3.50	7.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Tallow Hill **	3.50	7.00	10.00	12.00	14.00	180.00	330.00	480.00	600.00	
Tybridge Street **	3.50	7.00	10.50	14.00	17.50	180.00	330.00	480.00	600.00	
Croft Road	3.50	7.00	18.00	24.00	30.00	180.00	330.00	480.00	600.00	

1st April 2019	LONG STAY / OVERNIGHT CHARGES					SEASON TICKET CHARGES				
Car Park Name	24 Hours 1 day	48 Hours 2days	72 Hours 3 days	96 Hours 4 days	120 Hours 5 days	3 Months	6 Months	9 Months	12 Months	Zone
	£	£	£	£	£	£	£	£		
Cattle Market**	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	Amber
King Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Newport Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
St Martin's Gate **	3.60	7.20	10.80	14.40	18.00	180.00	330.00	480.00	600.00	
Clare Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Commandery Road **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Pitchcroft **	3.50	7.00	10.50	14.00	17.50	180.00	330.00	480.00	600.00	Green
The Moors (Sat/Sun Only)	3.50	7.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Tallow Hill **	3.50	7.00	10.00	12.00	14.00	180.00	330.00	480.00	600.00	
Tybridge Street **	3.50	7.00	10.50	14.00	17.50	180.00	330.00	480.00	600.00	
Croft Road	3.50	7.00	18.00	24.00	30.00	180.00	330.00	480.00	600.00	

**** Overnight parking available between 18:00 hrs - 9:00 hrs @ £50 per annum**

TRAFFIC MANAGEMENT, ENVIRONMENTAL & PARKING ENFORCEMENT

	2019/20	2020/21
	£	£
Dispensations		
On-Street Dispensation for up to 7 days	55.00	55.00
On-Street Dispensation per day after 7 day initial dispensation	0.00	10.00
On-Street Bay Suspension, 7 days, per bay	0.00	55.00
Dispensations		
Car park closure charge application	0.00	150.00
Car park loss of income for closures, application fee charge	Calculated as per location	Calculated as per location
Parking Permits		
Essential attendance permits 6 monthly	0.00	20.00
Essential attendance permits (12 months)	30.00	30.00
Residents parking permit 1st	30.00	30.00
Residents parking permit 2nd	40.00	40.00
Residents parking permit 3rd	60.00	60.00
Visitor parking permit per 10 cards = 40 permits	5.00	5.00
Road Closures		
Temporary Road Closures	105.00	108.15
Parking Penalty Charge Notices		
Higher Level	70.00	70.00
Lower Level	50.00	50.00
St Martin's Gate Car Park - Out of Hours Release Fee	95.00	95.00
Environmental Enforcement Fixed Penalty Notices		
Litter reduced to £60 (if paid within 14 days)	100.00	100.00
Trade Waste Presentation reduced to £60 (if paid within 14 days)	100.00	100.00
Fly-tipping reduced to £200 (if paid within 14 days)	400.00	400.00
CPN for waste receptacles reduced to £60 (if paid within 14 days)	100.00	100.00
Dog control PSPO set at £70 reduced to £42 (if paid within 14 days)	70.00	70.00
Failure to comply with a Community Protection Notice reduced to £60 (if paid within 14 days)	100.00	100.00
Abandoning a vehicle	200.00	200.00
Failure to produce authority waste transfer notice	300.00	300.00
Unauthorised advertising reduced to £60 (if paid within 14 days)	100.00	100.00

Neighbourhood Team	2019/20	2020/21
	£	£
Bulky Household Waste Collection		
Cookers/Washing Machines/Dishwashers/Spin Driers (not microwaves)	21.90	22.34
Domestic under-counter fridges or freezers and small chest freezers	26.00	26.52
Tall fridge-freezers, large chest freezers and American-style fridges	38.50	39.27
2 Items collected at same time (not white goods)	15.00	15.30
3 Items collected at same time (not white goods, including 3 pc suites)	20.00	20.40
Bagged Garden Waste (Minimum of 5 bags) - Price per bag	4.20	10.00
All other single items including microwaves, bed complete with mattress	10.00	10.20
Trade Waste Collection	Commercially sensitive - delegated powers to set charges	
Garden Waste	2019/20	2020/21
	£	£
Annual Fee - new and existing customers	62.50	62.50
Registration fee for new customers - Option A (payment by Direct Debit)	0.00	0.00
Registration fee for new customer - Option B (payment by cash or card)	10.00	10.00
Existing customer renewals (by direct Debit)	62.50	57.50
Provision of a second bin for Garden Waste	62.50	31.25

GREEN SPACE

Green Space Team	2019/20		2020/21	
	£		£	
Football (per match)	1	2	1	2
Casual Hire				
Senior Pitch	31.50	47.95	32.10	48.90
Junior Pitch	15.85	24.00	16.20	24.50
Mini Pitch	11.25	17.35	11.45	17.70
Block Booking				
Senior Pitch	331.60	512.14	338.23	522.38
Junior Pitch	168.80	256.20	172.18	261.32
Mini Pitch	115.50	188.20	117.81	191.96
Training				
Single Session (unmarked area only)	21.40	21.40	21.80	21.80
Other				
Late cancellation fee (after midday Wednesday)	50% of fee	50% of fee	50% of fee	50% of fee
Cancellation fee	5.00	5.00	5.00	5.00
Litter/damage surcharge (payment due before next booking)	Charge at cost (min charge £35.00)	Charge at cost (min charge £35.00)	Charge at cost (min charge £35.00)	Charge at cost (min charge £35.00)
Note:				
(1) Pitches with no changing facilities				
(2) Pitches with changing facilities				
Fishing Permits	2019/20	2020/21		
	£	£		
City Residents (Annual)	21.00	21.00		
Concession (Annual)	10.50	10.50		
Visitors (Per day)	6.00	6.00		
Concessions (Per day)	3.00	3.00		
Moorings				
From North end of Pitchcroft to North Quay	4.10	4.10		

Green Space Team		2019/20	2020/21	
		£	£	
Facility fee for commercial photographers, films or television companies filming	Director has delegated powers to negotiate charges as necessary			
Whippet track	Per meeting	25.00	25.00	
Helicopter landings	Per landing	180.00	180.00	
Hire of public open spaces	Director has delegated powers to negotiate charges as necessary			
Balloon launches	Director has delegated powers to negotiate charges as necessary			
Sale of core wood (mixed wood) skip load delivered within City boundary		130.00	130.00	
Sale of core wood (mixed wood) skip load delivered within 5 miles of City boundary		150.00	150.00	
Sale of core wood (mixed wood) skip load delivered over 5 miles from City boundary		POA	POA	
Sale of core wood (mixed wood) small load delivered within City boundary		35.00	35.00	
Sale of core wood (mixed wood) small load delivered within 5 miles of City boundary		45.00	45.00	
Sale of core wood (mixed wood) small load per tonne delivered over 5 miles from City boundary		POA	POA	
Use of open space for fairs and non-animal circuses	Director has delegated powers to negotiate charges as necessary			
Access over public land for companies/householders	Director has delegated powers to negotiate charges as necessary			
Sons of Rest Hire		2019/20	2020/21	
		£	£	
Additional charge for bookings outside of core staff hours. Single additional fee per booking to cover staff call out costs. Seasonal variation in staff hours applies - Please refer to website for details		25.00	25.00	
Gheluvelt building				
Events including parties (charge per hour)**		40.00	40.00	
Events day rate** Seasonal variation in staff hours applies - Please refer to website for details		155.00	155.00	
**50% reduction for charitable organisations who benefit the City				
Cripplegate building				
Events for charitable groups who benefit the City (charge per hour)**		10.00	10.00	
Events day rate** Seasonal variation in staff hours applies - Please refer to website for details		70.00	70.00	
**50% reduction for charitable organisations who benefit the City				
Tennis Court Hire (charges to apply once the refurbishment of the courts has been completed)		Concession	2019/20	2020/21
			£	£
Registration for advanced booking			N/A	15.00
Adult hourly court fees – if 1 adult plays then adult charges apply			N/A	7.00
Junior hourly court fees	Advance 25		N/A	5.00
Adult hourly court fees - concession	Advance 25		N/A	5.25
Adult hourly court fees - concession	Advance 50		N/A	3.50
Cardio / community group coaching sessions		charge set through operator tender		
Coaching fees for groups and individuals		set within operator tender		
Floodlighting additional charge per hour – timed through club spark system			N/A	5.00
Allotments		Concession	2019/20	*2020/21
Plot Type			£	£
Full (1/16 Acre)	Advance 25		46.50	47.25
Half (1/32 Acre)	Advance 25		23.25	23.63
Full (1/16 Acre)	Advance 50		31.00	31.50
Half (1/32 Acre)	Advance 50		15.50	15.75
Full (1/16 Acre)	None		62.00	63.00
Half (1/32 Acre)	None		31.00	31.50
Raised Bed	None		12.00	12.00
Raised Bed	Advance 25		9.00	9.00
Raised Bed	Advance 50		6.00	6.00
Quarter (1/64 Acre)	Advance 25		11.62	11.81
Quarter (1/64 Acre)	None		15.50	15.75

Advance 25 concession given to tenants if they fulfil one of the following criteria:

Over 60 years of age
Student (full time)

Under 25's on the following:

- A. Modern Apprenticeship Letter from training provider
- B. NVQ Training Schemes Letter from training provider stating net income and scheme (earning less than jobseekers allowance)
- C. Life Skills Training Letter from training provider stating net income and scheme (earning less than jobseekers allowance)

Advance 50 concession given to tenants if they fulfil one of the following criteria:

Carer's Allowance
Child Tax Credit
Council Tax Benefit
Disability Living Allowance
Employment & Support Allowance
Foster Carers
Housing Benefit
Income Support
Jobseekers Allowance
Pension Guaranteed Credits
Working Tax Credit
Pre 2008 tenancy agreement and over 60 years of age

*** Price increase applies from October 2020**

Bereavement Services	2019/20 £	2020/21 £
Interments		
Burial single grave	900.00	918.00
Burial double grave	1,060.00	1,081.00
Exceeded one month but did not exceed 18 years *	220.00	220.00
Was stillborn or did not exceed one month *	66.00	66.00
Burial of cremated remains in casket	340.00	347.00
Burial of cremated remains loose	285.00	291.00
Burial of Cremated remains into excavated grave	0.00	100.00
Burial of body parts	195.00	200.00
Out of hours service charge (i.e. within 24 hours open graves and backfill late in the day, weekends and Bank Holidays)	860.00	877.00
Late arrival at burial (more than 20 minutes late & not advised. Charged to Funeral Director)	N/A	50.00
Interments - Muslim		
Interment fee	900.00	918.00
Single pre cast grave	610.00	622.00
Single breeze block lined grave	633.00	645.00
Single brick lined grave	910.00	930.00
99 year reservation	2,087.00	2,130.00
30 year reservation	813.00	830.00
Dis-Interments		
Full burial	900.00	918.00
Cremated	340.00	347.00
Cremation Fees		
Cremation fees includes use of Chapel (up to 45 minutes), medical referee's fees, provision of audio system, supply of a biodegradable urn and mercury abatement surcharge where applicable.		
Foetal remains	0.00	0.00
Did not exceed one month/stillborn *	82.00	82.00
Exceeded 1 month but did not exceed 18 years *	168.00	168.00
Exceeded 18 years	806.00	822.00
Exceeded 18 Years (Early cremation attended, 30 minutes chapel 9am or 9.30am)	N/A	550.00
Cremation only	460.00	475.00
Cremation of body parts	170.00	174.00
Late cancellation fee for cremation (from 9.00am previous working day)	N/A	50.00
Purchase of Exclusive Rights of Burial		
Adult Grave		
30 years	810.00	826.00
99 years	2,080.00	2,121.00
Non resident surcharge adult grave	495.00	505.00
Non resident surcharge cremated remains grave	285.00	290.00
Administration charge for transfer of exclusive right of burial (includes provision of replacement deed of grant)	92.00	94.00
Cremated Remains Deed of Grant		
30 years	405.00	413.00
99 years	780.00	795.00
Childs Grave		
30 years Worcester residents & non residents *	395.00	403.00
99 years Worcester residents & non residents *	765.00	780.00
Renewal of deed of grant 10 years -full burial - did not exceed 18 years - Worcester residents and non residents partially	0.00	165.00
Renewal of deed of grant 10 years -cremated remains - did not exceed 18 years - Worcester residents and non residents	0.00	115.00
Memorial Permits		
Permit for erection of an headstone-adult (excludes foundation slab and anchor)	363.00	370.00
Permit for erection of an headstone-child (excludes foundation slab and anchor) - Worcester residents	0.00	0.00
Permit for erection of an headstone-child (excludes foundation slab and anchor)	108.00	110.00
Permit for an additional inscription on headstone	89.00	91.00
Mini kerb set on adult grave	79.00	81.00
Full length kerb set on a adult grave	124.00	127.00
Mini kerb set on child's/baby grave-under 12 years old - Worcester residents	0.00	0.00
Mini kerb set on child's/baby grave-under 12 years old	10.00	10.20
General Fees		
Loose burial of ashes-cremated in Worcester - did not exceed 18 years - Worcester residents	0.00	0.00
Loose burial of ashes-cremated in Worcester	66.00	60.00
Loose burial of ashes-cremated elsewhere - did not exceed 18 years - Worcester residents	0.00	0.00
Loose burial of ashes-cremated elsewhere	204.00	150.00
Provision of wooden casket add with engraved nameplate	97.00	99.00
Minor works to grave per hour	37.00	20.00
Planting twice yearly with bedding	188.00	100.00
Register search - Non Computerised records	41.00	42.00
Photocopy cemetery map	11.50	11.80
Temporary storage of ashes-free for 1mth/charge per month, for up to 6 months max	56.00	57.00
Supply coffin bearer (cancelled on day, charge still applies)	32.00	33.00
Postage of remains	104.00	107.00
Extended Chapel service (additional 45 minutes)	400.00	408.00
A late amendment to music choice	27.00	28.00
Late departure from Chapel (every 15 minutes overrun)	N/A	50.00

* Charge is recovered from the national Childrens Fund and is not charged to the customer.

Bereavement Services	2019/20	2020/21
	£	£
Book of Remembrance		
Memorial Cards including inscription between 2 and 8 lines	85.00	87.00
Memorial Miniature Books including inscription between 2 and 8 lines	158.00	161.00
8 Line	148.00	151.00
8 Line simple	189.00	193.00
8 Line special	235.00	240.00
Service		
Webcast service live	30.00	31.00
Webcast live & 28 day watch again	45.00	46.00
Physical copy	50.00	51.00
Additional Physical copies	N/A	22.00
Visual tributes - single photo	12.00	12.00
Simple slide show - 25 photos	38.00	39.00
Professional photo tribute - 25 photos & music	60.00	61.00
Family supplies video checking	15.00	15.00
Memorials		
Provision of shrub-10 years	440.00	450.00
Provision of tree-10 years	1,055.00	1,076.00
Renewal of shrub lease-10 years	196.00	200.00
Renewal of shrub lease-1 years	N/A	25.00
Renewal of tree lease-10 years	270.00	275.00
Renewal of tree lease-1 years	N/A	30.00
Bronze plaque-small	138.00	141.00
Bronze plaque-large	196.00	200.00
Bench-4 foot length-10 years	920.00	940.00
Bench mounted plaque-10 year lease	185.00	189.00
Bench and bench plaque-renewal of 10 year lease	210.00	214.00
Bench and bench plaque-renewal of 1 year lease	N/A	30.00
Bronze wall plaque-10 year lease	318.00	325.00
Granite wall plaque-10 year lease	318.00	325.00
Bronze wall plaque-renewal of 10 year lease	170.00	174.00
Granite wall plaque-renewal of 10 year lease	169.00	173.00
Granite or bronze wall plaque - renewal of 1 year lease	N/A	25.00
Granite kerb plaque-single width-10 year lease (original purchase)	433.00	442.00
Granite kerb plaque-double Width-10 year lease (original purchase)	663.00	677.00
Single line-Inscription	173.00	177.00
Double line-Inscription	318.00	325.00
Granite kerb plaque-single width-renewal of 10 year lease	367.00	375.00
Granite kerb plaque-single width-renewal of 1 year lease	N/A	50.00
Granite kerb plaque small illustration	260.00	265.00
Granite kerb plaque large illustration	312.00	318.00
Granite kerb plaque-double width-renewal of 10 year lease	624.00	637.00
Granite kerb plaque-double width-renewal of 1 year lease	N/A	70.00
Laying down of memorial headstones following Health & Safety inspection	209.00	214.00
Stepping stones in Natural Burial Area with 10 year lease	435.00	445.00
Stepping stone lease in natural burial area - renewal of 10 year lease	169.00	173.00
Stepping stone lease in natural burial area - renewal of 1 year lease	N/A	20.00

Searches and Valuations	2019/20	2020/21
	£	£
Letters and enquiries from Solicitors and professional agents requesting information normally supplied in local searches or in respect of property valuations will be charged as follows:		
Per question	30.00	30.60
Per question specific to contaminated land	50.00	51.00
Site visits (where required to provide a full and unqualified answer)	50.00	51.00
Please note that responses cannot be despatched until payment is received.		
Plans		
Plans approved by Planning Sub-Committee or under delegated powers (Agent or Application Only) Per Set		
Plans : Sizes AO/A1 (subject to copyright)	22.00	22.44
Plans : A2 (subject to copyright)	11.00	11.22
Plans : A3 (subject to copyright)	4.50	4.59
Plans : A4 (subject to copyright)	2.50	2.55
Additional plans from the same original	1.25	1.30
No publications will be despatched prior to receipt of the correct payment. Bulk orders for free documents may be subject to a handling charge.		
Copyright: No part of any document should be copied without the prior written consent of the Deputy Director - Economic Development and Planning.		

DEVELOPMENT MANAGEMENT CONTINUED
Planning Applications

Fees for Planning Applications in England. These fees are set nationally and the current fees apply from 17 January 2018

A detailed list of these fees can be obtained from;

http://www.planningportal.gov.uk/uploads/english_application_fees.pdf

Permitted Development Enquiry	2019/20 £	2020/21 £
Proposed Development Type	Cost (Flat Rate)	Cost (Flat Rate)
Householder	30.00	30.00
Other	65.00	65.00

Pre-application and General Advice			2019/20 £		2020/21 £	
Proposed Development Type			Cost	Cost of additional meetings (each)	Cost	Cost of additional meetings (each)
Residential Development*	Development Site Area	Proposed Gross Floor Area**				
Householder			50.00	25.00	51.00	25.50
1 - 4 dwellings	less than 0.5ha	500m2 or less	N/A	N/A	N/A	N/A
1 dwelling			175.00	75.00	178.50	76.50
2 - 4 dwellings	less than 0.5ha	500m2 or less	350.00	175.00	357.00	178.50
5 - 9 dwellings	0.6 - 0.99ha	501 - 999 m2	750.00	250.00	765.00	255.00
10 - 49 dwellings	1.0 - 1.25ha	1000 - 2499 m2	1,250.00	575.00	1,275.00	586.50
50 - 199 dwellings	1.26 - 2.0 ha	2500 - 9999m2	2,500.00	1,000.00	2,550.00	1,020.00
200+ dwellings	More than 2ha	10000m2 +	3,750.00	1,250.00	3,825.00	1,275.00
Advertisements			75.00	25.00	77.00	25.50
Change of Use			200.00	50.00	205.00	51.00
Telecommunications			200.00	50.00	205.00	51.00
Glasshouses/Poly Tunnels			250.00	75.00	255.00	76.50
Works to listed buildings			75.00	25.00	77.00	25.50
Works to trees			75.00	25.00	77.00	25.50
Landscape advice			75.00	25.00	77.00	25.50
Variation or removal of condition/s			75.00	25.00	77.00	25.50
Amendments to minor/householder application			25.00	12.50	26.00	12.75
Amendments to other applications			75.00	25.00	77.00	25.50
Other***			150.00	75.00	153.00	76.50
Discharge of conditions - minor applications			25.00	12.50	26.00	12.75
Discharge of conditions - major applications			50.00	25.00	51.00	25.50
Administration Fees						
Data retrieval fee			15.00	0.00	16.00	0.00
Officer Letter of assurance without site visit			75.00	0.00	77.00	0.00
Officer Letter of assurance with site visit			125.00	0.00	128.00	0.00
Enforcement						
Second letter advising the contravener that the breach needs regularising			75.00	0.00	77.00	0.00
A second site, and subsequent site visits (per visit)			50.00	0.00	51.00	0.00
Legal and management costs (To be determined on a case by case basis)			Case by case	0.00	Case by case	0.00
* includes one-for-one replacements and conversions/subdivisions						
** measured externally						
*** includes all other development proposals not falling within any of the above categories such as car parks & roads and certificates of lawfulness, prior approval etc.						

Street Naming & Numbering		2019/20	2020/21
		£	£
New Development or Conversion/Change of Use Scheme			
Naming a New Street	Naming a new street	280.00	286.00
Naming and Numbering premises	Naming & Numbering premises	140.00	143.00
	Each additional adjoining premise	27.00	27.50
	Additional charge where naming a building (e.g. block of flats)	70.00	71.50
Development Re-plan			
Renumbering of a scheme following developer's replan of site layout (after the notification of numbering issued)	Amendment to a street name	280.00	286.00
	Amendment to Naming and Numbering of premises	140.00	143.00
	Each additional adjoining premise	27.00	27.50
	Additional charge where naming a building (e.g. block of flats)	70.00	71.50
Existing Properties			
Naming , Renaming or Renumbering existing property	* Adding a name to or renaming a premise where the premise is also numbered (adding an 'alias name') - see footnote	27.00	27.50
(e.g.) Change or add a name to an existing residential or commercial property)	Renaming a premise where the premise is not also numbered	140.00	143.00
	Each additional adjoining premise	27.00	27.50
	Renumbering a premise	140.00	143.00
	Each additional adjoining premise	27.00	27.50
	Additional charge where naming a building (e.g. block of flats)	70.00	71.50
Renaming an existing Street	Renaming an existing Street	280.00 plus 70.00 for each premise	286.00 plus 71.50 for each premise
Confirmation of Addresses			
Confirmation of Address to solicitors/conveyancers/occupiers or owners	Confirmation of an official address allocated by Worcester City Council	27.00	27.50

These charges are not subject to VAT

* If a property is already numbered, a property owner can additionally name their property. The property number must still be displayed and referred to in any correspondence.

Archaeology	2019/20	
	£	£
Preparation of briefs, monitoring of archaeological work, and validation of documents - archaeological work required by planning conditions. All charges for briefs include validation of WSI, a single monitoring visit, signing off report and archive deposition (exceptionally these will be separately chargeable but this will be notified*), and BREEAM certification if required. A 26% discount is applied (where relevant) where a brief is not supplied		
Charges Applicable to all Areas of Worcester		Where no brief supplied
Archaeological watching brief	198.00	146.52
Building recording (single building)	217.80	161.17
Building recording (multiple or complex buildings)	409.20	302.81
*Monitoring post-excavation analysis (per meeting, or approval of assessment report)	138.60	138.60
*Validating reports	198.00	198.00
*Validating Archive deposition	138.60	138.60
*Additional monitoring visits (charge per visit, first visit included in initial charge; usually weekly visits for evaluation, excavation and building recording projects, occasionally also for long-running watching briefs)	138.60	138.60
Central Worcester - Archaeologically Sensitive Area 18,17 - Central St John's only, 20 (area N of canal only), 24 (part)		
Evaluation (site area <0.1ha)	198.00	146.52
Evaluation (site area 0.1 - 0.5ha)	250.80	185.59
Evaluation (site area >0.5ha)	376.20	278.39
Excavation and/or mitigation (site area <0.1ha)	323.40	239.32
Excavation and/or mitigation (site area 0.1 - 0.5ha)	653.40	483.52
Excavation and/or mitigation (site area >0.5ha)	957.00	708.18
Excavation and/or mitigation (site area >1ha)	Negotiable according to individual case	
Charges Applicable to all Other Areas of Worcester		
Evaluation (site area <0.3ha)	198.00	146.52
Evaluation (site area 0.3 - 1ha)	231.00	170.94
Evaluation (site area >1ha)	376.20	278.39
Excavation and/or mitigation (site area <0.3ha)	323.40	239.32
Excavation and/or mitigation (site area 0.3 - 1ha)	653.40	483.52
Excavation and/or mitigation (site area >1ha)	957.00	708.18
Excavation and/or mitigation (site area >3ha)	Negotiable according to individual case circumstances	
The charges for preparation of briefs include validation of a written scheme of investigation or proposal from a single contractor. Validation of proposals from more than one contractor will be subject to an additional charge. The charges for preparation of briefs also include a single monitoring visit, and validation of reports and archive deposition unless otherwise notified. Briefs are valid for work commencing within six months of the date of the brief. If there has been no material change a brief can be reissued for a further six month period. This will be charged at 15% of the original charge for the brief.		
Historic Environment Record searches	19/20 £	20/21 £
Standard search	152.00	155.04
Priority search	304.00	310.08
Short search (single asset)	106.00	108.12
Short search (single asset)- charge for householders	42.00	42.84
HER search charges include all licensing charges for copying maps and other data for research or other use, but publication of any material may be subject to an additional charge payable to the copyright holder.		
BREEAM	19/20 £	20/21 £
Certification of compliance with BREEAM requirements for archaeology	112.00	114.24
Lectures on Archaeological and Historical Subjects	19/20 £	20/21 £
Daytime within the City	30.00	30.00
Daytime outside the City (add travel expenses)	50.00	50.00
Evening within the City	45.00	45.00
Evening outside the City (add travel expenses)	75.00	75.00
Other Services - Archaeology Archive Deposit Fees	19/20 £	20/21 £
Standard Box	54.00	60.00
Half box/paper archive	48.00	54.00
Special collections per box	50.00	66.00
Additional packing/admin charged at cost		
For deposits following briefs issued after April 2020		
Deposit per box, briefs issued after 1/4/2020	0.00	88.80
Additional packing/admin charged at cost		

High Hedge Complaints

High Hedge Complaints	19/20 £	20/21 £
High hedge complaints case fee	300.00	450.00
High hedge complaints case fee (Advance 50 concession)	N/A	225.00

A concession of 1/2 (i.e. a reduced charge of £225) given to complainants if they fulfil one of the following criteria:

Carer's Allowance
 Child Tax Credit
 Council Tax Benefit
 Disability Living Allowance
 Employment & Support Allowance
 Foster Carers
 Housing Benefit
 Income Support
 Jobseekers Allowance
 Pension Guaranteed Credits
 Working Tax Credit

Development Management		
Local Land Charges search fees from 1st April 2020		
Search/Enquiry Type	2019/20 £	2020/21 £
Official Register (LLC1)	22.50	23.00
CON29R	122.50	125.00
Total official search fee (excluding CON29 enquiries)	145.00	148.00
LLC1 form submitted alone	22.50	23.00
CON29 Optional Enquiries		
4. Road Proposals by private bodies	20.20	20.60
5. Advertisements	9.80	10.00
6. Completion notices	1.85	1.90
7. Parks and countryside	1.85	1.90
8. Pipelines	1.85	1.90
9. Houses in multiple occupation	3.70	3.80
10. Noise abatement	1.85	1.90
11. Urban development areas	1.85	1.90
12. Enterprise zones	4.90	5.00
13. Inner urban improvement areas	1.85	1.90
14. Simplified planning zones	1.85	1.90
15. Land maintenance notices	1.85	1.90
16. Mineral consultation and safeguarding areas	1.85	1.90
17. Hazardous substance consents	1.85	1.90
18. Environmental and pollution notices	1.85	1.90
19. Food safety notices	1.85	1.90
20. Hedgerow notices	1.85	1.90
21. Flood defence and land drainage consents *	N/A	N/A
22. Common land and town or village greens	29.40	30.00
* We do not hold this information. Please refer to Vendor.		
Solicitors own written enquiries (not on CON29)	26.90	27.50
Additional Parcels of Land		
LLC1	1.05	1.10
CON29	41.60	42.50
	42.65	43.60
Expedited search fee	36.70	37.50
Personal search of Local Land Charge Register	No Fee	No Fee

Development Management	
CON29 Standard Enquiries	Open Access Charges from 4th July 2016
Enquiry / Registers / Information Available	Environmental Information Regulation Fees VAT REG. NO. 276 0931 46
1.1 Decisions & Pending Applications	
(a) - (i) Applications received between 1992-present day will be found within the current application search page :- http://planning.worcester.gov.uk/OcellaWeb/planningSearch Applications received between 1947-1991 will be found within the historic application search page :- http://planning.worcester.gov.uk/OcellaWeb/historySearch Also available by written request	Publicly available free of charge to view Publicly available free of charge to view (a) £9.60 for compiled report (b)-(i) £1.20 per section
(j) (k) (l) This information is available direct from the South Worcestershire Building Control Office :- mail@southworcestershirebuildingcontrol.gov.uk We can supply Building Regulations applications for 01/07/2002 to present day if required	(j) £9.60 for compiled report (k) (l) £1.20 each
1.2 Planning Designations and Proposals	
This information is available by consulting the public local plans at the City Council website :- www.worcester.gov.uk and at :- www.swdevelopmentplan.org	
2. Roads and Public Rights of Way	
The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.1 Land Required for Public Purposes	
This information is available by written request only due to system constraints	£1.92 for compiled report
3.2 Land to be Acquired for Road Works	
The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.3 Drainage	
Worcester City Council does not hold this information. Please refer to the Vendor	
3.4 Nearby Road Schemes	
The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.5 Nearby Railway Schemes	
Can be viewed on planning registers as 1.1 above Also available by written request	Publicly available free of charge to view
3.6 Traffic Schemes	
The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.7 Outstanding Notices	
(a) Can be viewed on planning registers as 1.1 above Also available by written request	Publicly available free of charge to view £1.44 for compiled report
(b) (c) (f) This information is available by written request only due to system constraints	£1.68 each sub section
(d) This information is available by written request only due to system constraints N.B The Register of Houses in Multiple Occupation is held on the Council's website :- www.worcester.gov.uk	£2.64 for compiled report
(e) & (g) The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.8 Contravention of Building Regulations	
Can be viewed on planning registers as 1.1 above Also available by written request	Publicly available free of charge to view £1.44 for compiled report
3.9 Notices, Orders, Directions and Proceedings under Planning Acts	
(a) - (n) Can be viewed on planning registers as 1.1 above Also available by written request	Publicly available free of charge to view (a) & (c) £2.40 each (m) £3.72 each
3.10 Community Infrastructure Levy (CIL)	
Worcester City Council commenced Community Infrastructure Levy charging on 4 th September 17. Only planning applications for some types of retail development and purpose built student accommodation submitted after this date will be liable to pay the Community Infrastructure Levy. All other types of development will be zero rated for Community Infrastructure Levy charging purposes. For further details please refer to the CIL Charging Schedule: https://www.worcester.gov.uk/documents/10499/8626534/Community+Infrastructure+Levy+Charging+Schedule.pdf/72830e17-6e45-70f6-31a1-614cb38452ed	
3.11 Conservation Areas	
(a) & (b) This information is available by written request only due to system constraints A Conservation Area view map is held on the Council's website :- www.worcester.gov.uk	£3.72 for compiled report A charge of £13.20 will be made for copies of individual Conservation Areas
3.12 Compulsory Purchase	
This information is available by written request only due to system constraints	£2.16 for compiled report
3.13 Contaminated Land	
This information is publicly available in paper register format - contact Land Charges Department Also available by written request	£1.44 for compiled report
3.14 Radon Gas	
This information is available by written request or Contact the Health Protection Agency website :- www.hpa.org.uk or telephone 0800 614529	£1.68 for compiled report
3.15 Assets of Community Value	
Please see Worcester City Council website :- http://www.worcester.gov.uk/en_GB/list-of-assets-of-community-value Payment Details Enquiries to be submitted to the Land Charges Department together with the appropriate fee. All information must be requested in writing with payment made in advance of the information being supplied within 20 working days. Cheques to be made payable to Worcester City Council Address :- Land Charges Department, The Guildhall, High Street, Worcester WR1 2EY	E-mail :- landcharges@worcester.gov.uk

City Life Lettings and Private Sector Housing Fees 2020/21	2019/20 £	2020/21 £
Fees for Mandatory Licensable HMOs (five+ occupants) - NEW application		
Units of Accommodation		
Up to 5	1,283.00	1,308.00
6 to 8	1,296.00	1,321.00
9 to 15	1,310.00	1,336.00
16 to 23	1,339.00	1,365.00
24 and above	1,367.00	1,394.00
Fees for Mandatory Licensable HMOs (five+ occupants) - RENEWAL Application *		
Units of Accommodation		
Up to 5	1,181.00	1,204.00
6 to 8	1,194.00	1,217.00
9 to 15	1,208.00	1,232.00
16-23	1,237.00	1,261.00
24 and above	1,265.00	1,290.00
Fees for all Other Licensable HMOs (additional licensing)		
Units of Accommodation		
2 to 4	935.00	953.00
5 to 7 (section 257 HMO's only)	986.00	1,005.00
8 and above (section 257 HMO's only)	1,068.00	1,089.00
Fees for all Other Licensable HMOs (additional licensing) - RENEWAL Application* (applicable from 1st Sept 2020)		
Units of Accommodation		
2 to 4	0.00	853.00
5 to 7 (section 257 HMO's only)	0.00	905.00
8 and above (section 257 HMO's only)	0.00	989.00
Other Fees		
Reminder letters for missing documents or annual certificates (first reminder is included in the cost of the licence; per letter)	57.00	59.00
Emergency inspections for incomplete applications (charge per inspection until the property is licensed)	78.00	80.00
Pre-application advice including inspection (charges apply to both types of licences)	60.00	60.00
Missed inspection or inspection cancelled less than 24 hours prior to appointment	60.00	62.00
Penalty fee for unlicensed HMO (charged in addition to the licence fee listed above and any fees for notices and enforcement proceedings)	160.00	165.00
Immigration inspection (per visit)	57.00	58.00
Licence checking and data entering service	52.00	53.00
City Life Lettings Agency		
City Life Lettings - Introductory Lets	N/A	250.00
City Life Lettings - Managed Lets	N/A	250.00 plus 8% of monthly rents
Enforcement		
Serving of enforcement notices (costs based on officer time and third party disbursements)	On a case by case basis	On a case by case basis
Administration costs associated with the enforcement	53.00	55.00
Charge under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 - The amount of penalty applied shall be a maximum of £5000 based upon a sum of the following elements		
The costs associated with officer time to investigate and enforce the regulations for the specific case	On a case by case basis	On a case by case basis
The cost to purchase and equip the property with appropriate alarms (cost will be determined by way of an assessment carried out on each property to cover materials and labour cost)	On a case by case basis	On a case by case basis
Administration Costs and Recovery costs associated with the enforcement of the Penalty (£500 recovery cost element)	780.00	800.00
Deterrant Elements		
For Landlords who have been subject to single previous formal action under Housing Act 2004 or other Housing Legislation	1,000.00	1,000.00
For Landlords who are or have been subject to more than one case of formal action under Housing Act 2004 or other housing regulation	5,000.00	5,000.00
Charge under Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.)(England) Order 2014 (SI 2014 No. 2359) - The amount of penalty applied shall be up to £5000		
For estate agents and property managers who are not part of a government approved redress scheme	5,000.00	5,000.00
Charge under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 - effective 1 April 2018 - The amount of penalty shall not exceed £5000 based upon the sum of the following		
For landlords that rent a property with an F or G rating (with no exemption) for less than 3 months	2,000.00	2,000.00
For landlords that rent a property with an F or G rating (with no exemption) for more than 3 months	4,000.00	4,000.00
For landlords that have falsified information on the PRS Exemption Register	1,000.00	1,000.00
For the serving of a compliance notice where the Council believes the landlord to be in breach of regulation 23 (letting of a property with an F or G rating without an exemption) of the Energy Efficiency Regulations at that time or in the last 12 months.	2,000.00	2,000.00
Charge under Housing and Planning Act 2016 - Civil Penalties as alternative to Prosecutions - The amount of penalty shall not exceed £30,000 based on the sum of the following		
Failure to comply with an Improvement Notice (Housing Act 2004 Section 30) - 1st Offence	5,000.00	5,000.00
Failure to comply with an Improvement Notice 2nd Offence by the same person/company	15,000.00	15,000.00
Subsequent Offence to fail to comply with an Improvement Notice by the same person/company	25,000.00	25,000.00
Failure to obtain a HMO licence (Housing Act 2004 section 72(1) and section 95(1))	10,000.00	10,000.00
Second Offence to fail to obtain a HMO licence by the same person/company	30,000.00	30,000.00
Breach in HMO licence conditions (Housing Act 2004 Section 72 (2)(3) and 95 (2)) - Per Breach	5,000.00	5,000.00
Contravention of an Overcrowding Notice (Housing Act 2004 Section 139)	5,000.00	5,000.00
Second subsequent offence by the same person/company	15,000.00	15,000.00
Failure to comply with Management Regulations (Housing Act 2004 Section 234) - per offence	1,000.00	1,000.00
Second subsequent offence by the same person/company for the same Management Regulation offence - per offence	3,000.00	3,000.00
Acts of omissions demonstrating high culpability	2,500.00	2,500.00
Large housing portfolio (10+ units)	2,500.00	2,500.00
Multiple Category 1 or high Category 2 Hazards	2,500.00	2,500.00
Vulnerable occupant and/or significant harm occurred as result of housing conditions	2,500.00	2,500.00
Perpetrator demonstrates Income to be less than £440/week	minus 50%	minus 50%
Footnotes		
* Renewals - In order to qualify for the renewal price, the application must be submitted before the expiry date of the existing licence.		
Civil penalty fee payments - For any fines over £2,000 we will consider a payment plan of up to 12 months maximum for the full amount to be repaid. The landlord is to set up a standing order every month for the minimum monthly payment.		

GUILDHALL ROOM LETTINGS - NON WEDDING

Room	Days / Times	2019/20		CONCESSION		
		Full Rate	*Concession	Price Change	Extra Income	% Increase
		£	£			
Lower Hall or Assembly Room	Monday to Friday 8.30am -5.30pm	690.00	345.00	7.00	0.00	2.0%
	Saturday & Sunday 8.30am – 5.30pm	740.00	370.00	8.00	0.00	2.2%
	Monday to Friday any 4 hours between 8.30am -5.30pm	370.00	185.00	4.00	0.00	2.2%
	Saturday & Sunday any 4 hours between 8.30am-5.30pm	400.00	200.00	4.00	0.00	2.0%
	Monday to Thursday 6.00pm - 10.00pm	400.00	N/A	N/A	N/A	N/A
	Friday , Saturday & Sunday 6.00pm – 10.00pm	425.00	N/A	N/A	N/A	N/A
	Friday Saturday & Sunday per hour additional hour 10.00pm - 01.00am	53.00	N/A	N/A	N/A	N/A
	Charity Coffee Mornings (half day, half room space)	N/A	72.00	2.00	0.00	2.8%
Council Chamber or Court Room	Monday to Sunday 8.30am – 5.30pm	235.00	118.00	2.00	0.00	1.7%
	Monday to Sunday any 4 hours between 8.30am – 5.30pm	118.00	60.00	1.00	0.00	1.7%
	Monday to Sunday per hour	32.00	17.00	0.00	0.00	0.0%
Randall Room or King's Room	Monday to Sunday 8.30am – 5.30pm	117.00	58.00	2.00	0.00	3.4%
	Monday to Sunday any 4 hours between 8.30am – 5.30pm	58.00	29.00	1.00	0.00	3.4%
Please note these rooms cannot be booked past 7pm without booking the Assembly Room/Lower Hall/Court Room/Council Chamber	Monday to Sunday – per hour	15.50	8.00	0.00	0.00	0.0%
Green Room or Queen's Room	Monday to Sunday 8.30am – 5.30pm	86.00	43.00	1.00	0.00	2.3%
	Monday to Sunday any 4 hours between 8.30am – 5.30pm	43.00	21.50	0.50	0.00	2.3%
Please note these rooms cannot be booked past 7pm without booking the Assembly Room/Lower Hall/Court Room/Council Chamber	Monday to Sunday – per hour	13.00	7.00	0.00	0.00	0.0%
Use of Guildhall forecourt	Whole day	100.00	50.00	13.00	0.00	26.0%
	Half a day	70.00	35.00	-3.00	0.00	-8.6%
Car parking	Per Space Per Day (Subject to Availability)	5.00	N/A	N/A	N/A	N/A
Refreshments	Tea, Coffee, including refills, per head	1.00 per head	N/A	N/A	N/A	N/A
Cancellation fees	See Booking Terms and Conditions					
If rooms are required for a catered event there will be an additional charge of £150 for up to 50 people and £250 for over 50 people for hot food. There will be a charge of £100 if a room is required for a cold buffet.						
For Bookings at other times, please contact the Guildhall Supervisor for fees & charges						

Discount of 25% on lower price room when more than one room is booked for the same day

***Room Bookings are entitled to 50% discount for registered charities and voluntary sector organisations. (Applies Mon - Sun 8.30am to 5.30pm only).**

**** Use of Guildhall rooms only any other requirements are subject to normal charges**

GUILDHALL WEDDINGS

Wedding Package		2019/20	2020/21
		£	£
The Gheluvelt Package Ceremony/Breakfast/Evening Reception	Whole Guildhall (All Day)	2,250.00	3,000.00
The Cromwell Package Ceremony/ Breakfast	Assembly Room (All Day)	1,275.00	1,300.00
	Council Chamber (All Day)		
	Randall Room (All Day)		
The Elgar Package Ceremony	Assembly Room (Half Day)	475.00	485.00
	Council Chamber (Half Day)	425.00	435.00
	Court Room (Half Day)	425.00	435.00
	Green Room or King's Room (Half Day)	N/A	200.00
	Cells (Half Day)	N/A	200.00
The Severn Package Breakfast/Evening Reception	Assembly Room (All Day)	1,600.00	2,250.00
	Council Chamber (All Day)		
	Randall Room (All Day)		
	Lower Hall (Half Day)		
	Green Room (Half Day)		
The Fort Royal Package	Upstairs – Daytime or Evening (Assembly Room, Council Chamber, Randall Room)	800.00	820.00
Breakfast or Evening Reception	Downstairs – Evening Only (Lower Hall, Green Room, Court Room)- (Half Day)	740.00	820.00

*** A 20% discount can be applied to all weddings in January and February**

ELECTORAL SERVICES

Sales of the Electoral Register

The following fees and charges apply to anyone entitled to buy a copy of the Electoral Register.
There are restrictions on who can buy copies of an Electoral Register and on how the information can be used.

Sale of the Edited Register

In data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries)
In printed format, £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries)

Sale of the Full Register

In data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries)
In printed format, £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries)

There are strict regulations as to who is entitled to purchase the Full Register.

It is an offence to use the complete register for purposes other than those for which it was supplied.

Sale of the list of overseas Electors

In data format, £20 plus £1.50 for each 100 entries (or remaining part of 100 entries)
In printed format, £10 plus £5 for each 100 entries (or remaining part of 100 entries)

For Marked registers and absent voter lists

The cost of a marked document is prescribed. The charge for data copies is £10 plus £1 per 1,000 entries or part thereof, and for printed copies it is £10 plus £2 per 1,000 entries or part thereof.

For Candidates Spending Returns

Anyone can also request copies of the returns and accompanying documents, which must be supplied on payment of the fee of 20p per side.

OTHER FEES AND CHARGES

Other	2019/20	2020/21	%
Court Fees Council Tax and National Non Domestic Rates	£	£	Increase
Council Tax and National Non-Domestic Rates are dealt with by our Shared Service Partnership, although the income is direct income to each respective Council and the City Council.			
Court Fees - Council Tax	84.00	85.00	1.2%
Court Fees - Business Rates	84.00	85.00	1.2%